

**MISSISSIPPI MILITARY DEPARTMENT  
STATE EMPLOYEE POSITION ANNOUNCEMENT  
ANNOUNCEMENT #15-100**

**OPENING DATE:** 11 Sep 15    **CLOSING DATE:** 25 Sep 15    **AGENCY:** 5704    **PIN:** 15

**POSITION:** Manager (GFEBS Coordinator)

**STARTING SALARY:** \$45,981.15

**LOCATION OF POSITION:** NGMS-IM, MSARNG, Directorate of Information Management, 144 Military Drive, Flowood, MS 39232

**TELEPHONE INQUIRIES:** Mr. Frank Janotta (601) 313-6146    DSN: 293-6146

**APPLICATION MUST BE SUBMITTED TO:** MS Military Department, ATTN: NGMS-SRP, Post Office Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.

**APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.**

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***SPECIAL CONDITION:** MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.*

**MINIMUM QUALIFICATIONS:**

1. A Master's degree in Business Management or related field, AND five years (5) of directly related experience.

**PROOF OF EDUCATION WITH COPY OF TRANSCRIPT OR DIPLOMA MUST BE SUBMITTED WITH APPLICATION.**

**OR**

2. A bachelor's degree in Accounting, Finance, or related field AND three years (3) of directly related experience.

**OR**

3. A high school diploma or GED diploma AND twelve years (12) of directly related experience.

**DUTIES AND RESPONSIBILITIES:** (Not all inclusive, will be fully explained during interview)

1. Prepares authorization, certification, purchase contract and reimbursement documents for expenditures and validates for Fiscal law compliance.
2. The incumbent assists the Director of Information Management with tracking of receipt and expenditure of various federal and state funds.
3. Performs final accounting for close out of all work orders.
4. Monitors cash flow as it pertains to levels of obligations for the various programs and accounts in the G6 Activity.
5. Prepares Schedule of Federal Grant Activity detailing revenues and expenditures for cooperative agreements.
6. Assists with final closeout of CFA's.
7. Inputs data into budget and telecommunications database for cellular and long haul voice and data communications.
8. Works primarily in the area of Cooperative Funding Agreements (CFA).
9. Performs other duties as assigned.

**AREA OF CONSIDERATION:    OPEN COMPETITIVE**

AGO Form 14-R (Revised 1Oct 14)

### **SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES**

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

**RESUMES WILL NOT BE ACCEPTED.** Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 6/14), MS MILITARY DEPARTMENT AND AGO 82-2R, dated 2 Jul 2015.** Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard, website: [www.ms.ng.mil](http://www.ms.ng.mil), or by written/telephonic request to the Mississippi Military Department, ATTN: NGMS-SRP, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6146). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

**PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED.** Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

**APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED.** Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

**SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.**

**Military membership is desired.**

**INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.**

**MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND CHECK.**